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Communication and Information

**LAND MOBILE AND CELLULAR TELEPHONE
MANAGEMENT**

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OPR: 35 CS/SCMRL (TSgt Michael D. Ward)

Certified by: 35 CS/CC
(Lt Col Joyce R. Jenkins-Harden)

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This instruction sets forth the policy, procedures, and responsibilities for management of land mobile radios (LMR) and cellular telephones (CT) assigned or attached to Misawa Air Base. It implements Air Force Policy Directive (AFPD) 33-1, Command, Control, Communications, and Computer, (C4) Systems; and applies to all personnel and units on Misawa Air Base that use LMRs or CTs. The LMR User's Guide and the Unit LMR Manager's Guide supplement this instruction. Both guides are available from the Base LMR Manager, 35th Communications Squadron (35 CS/SCMRL).

1. References.

1.1. Air Force Instruction (AFI) 33-103, Requirements Development and Processing, AFI 33-106, Managing High Frequency Radios, Land Mobile Radios, Cellular Telephones, and The Military-Affiliate Radio System; AFI 33-111, Telephone Systems Management; and National Telecommunications and Information Systems Security Instruction (NTISSI) 3005, Safeguarding and Control of Data Encryption Standard (DES) Equipment and Associated Unclassified Communications Security Aids.

2. General.

2.1. The authority to permit anyone to have access to any LMR net belongs to the net's owning organization. If any unit or individual needs access to any other unit's net, the unit or individual requiring access to the net must obtain written permission from the owning organization's unit LMR manager or unit commander. The letter granting access to the net must be forwarded to the Base LMR Manager, who will ensure the LMR for the requesting unit or individual is appropriately programmed if access is approved. The owning organization retains the right to revoke such access at any time if deemed necessary.

3. Responsibilities.

- 3.1. The Base Communications-Information Systems Officer (CSO) (35 CS/SCM) will:
 - 3.1.1. Certify all requests for new LMR equipment and CTs.
 - 3.1.2. Appoint the LMR Quality Assurance Evaluator (QAE).
 - 3.1.3. Validate the Five-Year Replacement Plan annually every June, and forward a copy of the plan to using organizations for budget planning.
- 3.2. The Base LMR Manager (35 CS/SCMRL) will:
 - 3.2.1. Train all Unit LMR Managers upon appointment and annually thereafter, and document this training.
 - 3.2.2. Certify every AF Form 9, Request for Purchase, for LMR and CT before the form is routed to the Contracting Squadron.
 - 3.2.3. Provide an LMR equipment inventory to Unit LMR Managers annually every October, or when requested by a Unit LMR Manager.
 - 3.2.4. Prepare a signed maintenance work order in three copies with a job control number (JCN) for equipment turned in for maintenance. Give one copy to the customer as a hand receipt, one copy to the LMR contractor, and keep one copy in the base LMR Manager's office.
 - 3.2.5. Help organizations determine their LMR requirements and advise them on the preparation of request documentation. Coordinate with organizations on LMR purchases as necessary
 - 3.2.6. Provide technical solutions for all LMR and CT requests.
 - 3.2.7. Advise the CSO on all LMR technical matters.
 - 3.2.8. Coordinate with Unit LMR Managers to maintain accurate radio net equipment block diagrams.
 - 3.2.9. Verify the accuracy of contractor repairs and vendor billing invoices, and certify payments to the Financial Management Office.
 - 3.2.10. Control the installation, removal, and relocation of all LMR equipment.
 - 3.2.11. Stop maintenance charges for lost equipment or equipment that has been removed from use.
- 3.3. The Unit LMR Manager will:
 - 3.3.1. Be the using unit's single point of contact for all LMR matters.
 - 3.3.2. Perform a complete annual physical inventory of the unit's LMR equipment with the inventory list provided by the Base LMR office as stated in paragraph **3.2.3.** above.
 - 3.3.3. Acknowledge accountability for all unit LMR equipment by signing the LMR inventory and return it to the Base LMR office not later than 31 December.
 - 3.3.4. Establish local procedures to protect all unit LMR equipment from loss or damage.
 - 3.3.5. Train all unit personnel on proper LMR use and prevent any misuse or abuse of LMR equipment.

- 3.3.6. Conduct and document initial and annual LMR refresher training using the information in the LMR User's Guide. All LMR users must receive operator's training before using LMR equipment.
- 3.3.7. Ensure Operations Security (OPSEC) and Communications Security (COMSEC) training is documented.
- 3.3.8. Report misuse, abuse, loss, or damage of LMR equipment to the Base LMR Manager. Provide copies of all reports of survey or cash collection vouchers to the Base LMR Manager. To obtain repair of LMR equipment damaged through neglect or abuse, follow the procedures outlined in paragraph 4.5. of this instruction.
- 3.3.9. Submit an AF Form 3215 to the Base LMR Manager to request the relocation, removal or installation of LMR equipment. Include pertinent information such as building numbers, vehicle registration numbers, and LMR serial numbers as appropriate.
- 3.3.10. Promptly report malfunctioning LMR equipment to 35 CS Job Control and maintain a job control log with pertinent information. Refer to the "LMR User's Ops Checklist" in the LMR User's Guide when reporting an LMR equipment malfunction.
- 3.3.11. Never attempt to repair, relocate, or install any LMR equipment.
- 3.3.12. Ensure proper radio communication procedures as described in the LMR Users Guide are practiced on their LMR net at all times.
- 3.3.13. Maintain a unit LMR continuity folder in accordance with the Unit LMR Manager's Guide.
- 3.3.14. Promptly notify the Base LMR Manager of changes in LMR equipment and service requirements. Notify the Base LMR Manager, in writing, when equipment is removed from service.
- 3.3.15. Keep all approved AF Form 3215, C4 Systems Requirements Documents (CSR), for 1 year after equipment decommissioning.
- 3.3.16. Check all equipment before it is turned in for repair to verify if any malfunction or damage is caused by user negligence or abuse.
- 3.3.17. Coordinate the delivery of portable and mobile equipment to the contractor and ensure the contractor can gain access to stationary equipment requiring maintenance.
- 3.3.18. Notify the Base LMR Manager when the contractor arrives to perform maintenance and when he departs.
- 3.3.19. Ensure timely operational checks on equipment returned from maintenance are performed. Promptly notify the Base LMR Manager of unsatisfactory equipment performance.
- 3.3.20. Identify new unit managers not less than 60 days before departure or replacement of the former manager. Ensure a complete inventory is performed together by the former and new manager. New LMR managers will not sign for inventories until they are trained. The former Unit LMR Manager will remain accountable for the LMR equipment until the new manager signs the inventory.
- 3.3.21. Coordinate with the Base Frequency Manager at least 120 days before any deployment that requires the use of your LMR equipment to obtain an authorized frequency to operate the

LMR on at the deployed location. Failure to obtain an authorized frequency prior to deployment may result in a detriment to the mission and the confiscation of any illegally operated equipment by the local civil authorities. Notify the Base LMR Manager upon frequency approval to program the LMR to the deployment frequency. Return to the Base LMR Manager's office when the LMR equipment is back at the home station to reprogram to original status.

3.3.22. Perform cryptographic keying of all LMR assets under their control, if applicable.

3.3.23. Report frequency requirements and interference to the Base Frequency Manager and Base LMR Manager.

3.4. LMR users will:

3.4.1. Protect all LMR equipment from loss or damage. Prevent and stop any misuse or abuse of LMR equipment. Report any misuse, abuse, or loss of LMR equipment to your Unit LMR Manager.

3.4.2. Never attempt to repair, relocate, install, or modify any LMR equipment, including cables and antennas.

3.4.3. Follow radio communication procedures specified in the LMR User's Guide.

3.4.4. Never transmit on any radio within 50 feet of any unexploded ordnance (UXO).

3.4.5. Never transmit on any radio within 50 feet of any aircraft while it is being fueled or defueled.

3.4.6. Report any LMR malfunction or damage promptly to your Unit LMR Manager. Refer to the "LMR User's Ops Checklist" in the LMR User's Guide for guidance.

3.4.7. Deliver equipment scheduled for repair or installation on time to the contractor.

3.4.8. Check the contractor's service tickets for completeness when delivering equipment for and picking up after repairs.

3.4.9. Remove the fuse from a radio installed in a vehicle before jump-starting the vehicle to avoid a blown radio fuse. Replace the fuse after the vehicle has been successfully jump started. Ensure the radio power is off before removing or replacing the fuse.

3.5. Base contracting will:

3.5.1. Process only those AF Form 9 documents for LMR and CT purchases which have been signed by the Base LMR Manager.

3.5.2. Ensure all Air Force LMR and CT equipment is marked for delivery only to the Base LMR Management Office.

4. Maintenance.

4.1. Only the LMR contractor is authorized to perform maintenance on LMR equipment. No user or any other person will attempt to repair, relocate, or tamper in any way with LMR equipment. Such action may be considered equipment abuse, thereby voiding all contractor maintenance responsibilities, and result in the owning unit being held financially liable for the repair of damaged equipment. Refer to paragraph 4.5. of this instruction.

- 4.2. The owning unit is financially responsible for the installation or modification of any fixed LMR equipment, and the repair or reprogramming of LMR equipment which is not included on the contract. The owning unit must provide a fund cite to the Base LMR Manager before such maintenance actions are performed.
- 4.3. The LMR contractor will accept service calls from only:
- 4.3.1. The Base LMR Manager and alternate(s).
 - 4.3.2. 35 CS Job Control/Systems Control personnel.
 - 4.3.3. The 35 CS Commander or CSO.
 - 4.3.4. The Base Contracting Officer.
- 4.4. 35 CS Job Control will accept service calls from only:
- 4.4.1. The Unit LMR Manager and alternate.
 - 4.4.2. The Unit LMR Manager's immediate supervisor or section chief.
 - 4.4.3. The Unit LMR Manager's Commander.
- 4.5. Abuse and Physical Damage (Beyond Fair Wear and Tear) Policy:
- 4.5.1. Every user is responsible for protection of LMR equipment from damage.
 - 4.5.2. When negligence or abuse is indicated or suspected as a cause of damage, the equipment will not be repaired until a physical damage letter has been completed IAW the LMR Unit Manager's Guide, (Appendix D-11).
 - 4.5.3. The owning unit is responsible for funding the repair and replacement of all LMR equipment which was damaged because of neglect or abuse.

5. Security.

- 5.1. Data Encryption Standard (DES):
- 5.1.1. DES is for the protection of sensitive, but unclassified, information; the loss of which could adversely affect national security interests. Never discuss or talk around classified information over a LMR net.
 - 5.1.2. DES operation is required for all flying squadrons or squadrons in direct support of the wing fighter mission.
 - 5.1.3. The Base LMR Manager is the controlling authority for DES keying material.
 - 5.1.4. Never use homemade keys with DES equipment.
 - 5.1.5. The Base LMR Manager will establish key periods IAW National Security Agency (NSA) guidelines.
- 5.2. Physical Security:
- 5.2.1. Handle, control, and protect keying material and keyed key loading equipment in the most secure manner available to prevent unauthorized access, theft, loss, and tampering (for example, in GSA approved safes, locked desks, padlocked file cabinets or lockers).

5.2.2. Restrict access to key-loading equipment and key materials to US government civilian employees and active duty or reserve members of the US Armed Forces whose duties require access. Japanese Nationals are not authorized to handle DES key material or key loaders.

5.2.3. Protect and control keyed LMR equipment in the most secure manner available to the user.

5.2.3.1. Hand held radios while in operation will remain in the operator's possession or within eye contact, but not more than twenty feet away. When radios are not in operation they must be locked in file cabinets, lockers, desks, key-locked rooms, or be in eye contact of personnel working within the office area.

5.2.3.2. Vehicles with keyed radios will be locked when not occupied. When operating on aircraft parking ramps, active taxiways, and active runways flightline operating instructions will be followed.

5.2.3.3. Fixed site radios will be located in key-locked rooms or be in eye contact of personnel working within the office area.

5.2.4. Keyed radio equipment is normally accessible only to US citizens, permanent resident aliens who are US Government civilian employees, and active duty or reserve members of the US Armed Forces whose duties require access. However, we have a waiver permitting Japanese Nationals to use DES-equipped and keyed radios as necessary to perform their assigned duties in support of US operations.

5.2.5. Control and protect unkeyed equipment and unkeyed key loaders as highly valued property.

6. Base Restoration and Reallocations.

6.1. LMR equipment has four repair priority categories:

6.1.1. Base stations and repeaters

6.1.2. Remote control units

6.1.3. Portable radios

6.1.4. Mobile radios

6.2. Restorations and reallocations are handled through the Base LMR Managers Office and approved by the Installation Commander or designated representative.

6.3. Base LMR maintains a prioritized list of networks. It is their responsibility to evaluate requirements and advise the base senior staff of available options and recommendations.

7. Cellular Telephone (CT) Policy.

7.1. Procedure to obtain a CT:

7.1.1. Units or individuals that have a requirement for a CT will prepare requests IAW AFI 33-103 and submit the requests through their unit LMR managers to the 35th CS, Plans and Implementation Flight, building 508 (35CS/SCXP). CT requests will be forwarded for analysis and evaluation by the CSO IAW AFI 33-106, attachment 5.

7.1.2. CTs will not be purchased using the International Merchant Purchase Authorization Card (IMPAC). If the request is approved, the requesting customer will complete two AF Form 9s with

fund citations, one to buy the CT and the other to pay monthly service charges. Route the AF Form 9 to buy the CT through the Base LMR Manager's office. Route the AF Form 9 for monthly service charges through the Base Telephone office (35 CS/SCMPC), in building 512. DO NOT ATTEMPT TO USE THE CT UNTIL A FUND CITATION HAS BEEN PROVIDED TO 35 CS/SCMPC. Use of the CT prior to obtaining a valid service contract will result in a ratification procedure. Individuals found liable will pay for service charges out of their own pocket.

7.2. Use of CTs.

7.2.1. The policy on the use of government CTs is consistent with AFI 33-111, Telephone Systems Management.

7.2.1.1. Commanders and supervisors may allow *urgent* personal calls (such as calls to speak to a family member, or arrange for emergency repairs to a residence or automobile) during duty or work hours only if:

7.2.1.1.1. The call does not interfere with official duties.

7.2.1.1.2. The call is kept as short as possible.

7.2.1.1.3. The caller does not obligate the Air Force to pay long distance or additional charges other than the normal local charge.

7.2.2. CTs are unsecure and are subject to the same rules as any unsecure government telephone. A DD Form 2056 must be affixed to the CT or, if that is impractical, anyone who uses a CT must sign a notification and consent form that states, "Do not transmit classified information over unsecured telecommunications systems. Official DoD telecommunications systems are subject to monitoring. Using this telecommunications system or device constitutes consent to monitoring. I have read, understand and consent to the aforementioned statements of telecommunications monitoring." The signed statement must be maintained by the Unit LMR manager.

STEPHEN G. WOOD, Col, USAF
Commander